DOCUMENT RESUME

ED 333 137 CE 058 101

AUTHOR Matz, William A.
TITLE Summer Occupational/Vocational Program Report. Fiscal Year 1991.
INSTITUTION Delaware State Dept. of Public Instruction, Dover.
PUB DATE Oct 90
NOTE 13p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Career Choice; Career Development; *Career Education; Community Programs; *Program Content; Program Descriptions; Program Effectiveness; Program Improvement; Regional Schools; Secondary Education; State Programs; *Summer Programs; Summer Schools; *Vocational Education; Vocational Schools; *Work Experience Programs
IDENTIFIERS *Delaware

ABSTRACT

This report describes the summer occupational/vocational programs held in each of three vocational school districts and it compiles activities in the regular school districts in Delaware for fiscal year 1991. The three vocational-technical school district programs profiled are those of Kent County, Sussex County, and New Castle County. For each county program and for the state as a whole, information is provided on program activities, evaluation, commendations, and recommendations for improvement. Some of the program activities offered by the vocational-technical districts included 10- to 14-day exploratory programs providing hands-on experiences in 15-24 occupational areas, participation of gifted and talented students in an exploratory program, a 6-week employer-based work experience program, a "Teens'n Technology '90" program, and participation of staff members in computer training. The regular school districts provided employer-based work experience programs serving 1,226 students. Districts were commended for offering programs designed to meet the needs of the students and for staff enthusiasm. Some recommendations for improvement included developing programs in ample time to provide for student recruitment, and increasing funding. (KC)

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SECTION I
ITEM #____

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REPORT ON
SUMMER OCCUPATIONAL/VOCATIONAL PROGRAM
FISCAL YEAR 1991

By WILLIAM A. MATZ
State Supervisor
Trades and Industrial Education

THE DELAWARE DEPARTMENT OF PUBLIC INSTRUCTION
WILLIAM B. KEENE, State Superintendent
JAMES L. SPARTZ, Deputy State Superintendent for Administration
ROBERT E. SCHILLER, Deputy State Superintendent for Instruction
PRIMO V. TOCCAFONDI, Assistant State Superintendent of Instructional Services Branch
THOMAS M. WELCH, State Director, Vocational Education Division

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REPORT ON
SUMMER OCCUPATIONAL/VOCATIONAL PROGRAM
FISCAL YEAR 1991

I. INTRODUCTORY STATEMENT

Those programs of occupational/vocational education which are conducted during the extended year consist of the following:

A. School-based instructional programs including hands-on exploration and orientation.

B. Employer-based or cooperative work experience programs which provide on-the-job training in addition to the instruction provided during the regular school year.

C. Program development for occupational/vocational teachers employed by vocational technical school districts.

II. DISTRICT ACTIVITIES

The following is a summary of activities in each of the vocational school districts and a compilation report of the activities in the regular districts:

A. KENT COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

1. Program Activities

A ten-day exploratory program was conducted for students living in Kent County who are in grades seven through twelve. The program provided hands-on experiences in fifteen occupational areas for the purpose of exploring basic skills and knowledge of the occupations to assist students in determining vocational interests and choices. Students were able to spend three days in two areas and four days in one area of their choice. The Summer Applied Technology Program was offered again this year as a part of the exploratory program. This program was open to gifted and talented students from Kent County in grades seven through twelve. This program provided multidimensional and enriching practical hands-on experiences designed to stimulate their manipulative and thinking skills. Twenty-five gifted and talented students participated in this program. Both the regular exploratory program and the gifted and talented program provided appropriate counseling to assist students in making vocational choices. The highest attendance for both programs was 439 and the lowest was 291 with an average daily attendance of 372.

In addition to the exploratory program, 44 students were employed and supervised through the cooperative work experience program. This component of the extended year program provided the opportunity for students to be employed in jobs related to their training, and to apply their skills in a controlled, supervised situation. Throughout the program, the coordinator from the school was in contact with the students and employers to monitor the students' progress, and to prevent potential problems usually encountered during first time employment.

A fifteen-day program development phase was conducted by the district for the purpose of improving programs and instruction. Thirty-four staff members participated. Workshops were conducted for the staff in the following areas:

Team Building
Integrated Curriculum
Integrating Student Activities
Computerized Competency Tracking
Effective Teaching

A three-day workshop titled Reading To Learn, Integrating Academic and Vocational Studies was conducted and sponsored by the Vocational Division of the Department of Public Instruction, and included both Kent Vo-Tech and Sussex Vo-Tech staff.

The content of these workshops will be continued and followed up throughout the school year.

Seventeen teachers also participated in a five-day internship program during which time the teachers went into successful businesses and industrial locations to keep abreast with up-to-date trends, procedures, and technologies.

2. Evaluation

The objective of the summer program was to provide hands-on experience for students who desire to explore vocational programs and to provide work experiences for the students enrolled at Kent Center. These objectives were met with a high degree of reliability as observed by this supervisor and other supervisors from the Department of Public Instruction.

The fifteen-day program development period appeared to meet the objectives as set forth in the proposal and provided needed assistance to the teachers for the upcoming school year.

3. Commendations

The Kent County Vocational Technical School District is to be commended for offering the opportunity for students throughout the county to explore various career areas, although on a reduced schedule, and for improving and updating all program offerings.

Of special significance was the exploratory program for gifted and talented students.

The activities conducted during the program development phase were appropriate, well-planned, and coordinated.

4. Recommendations

a. It is recommended that the summer occupational/vocational program be funded in ample time to provide for sufficient recruiting of students and planning. The summer occupational/ vocational program is excellent and very much needed, and can be more effective with sufficient planning.

b. It is recommended that additional staff be used to place more students in the cooperative work experience program. Students should have the benefit and assistance of school personnel to help them in getting jobs in areas for which they are being trained, and to help them make a smooth transition to employment so that it is a positive experience.

c. Plans should be made to again include, as part of next year's program development period, at least two days for all vocational teachers in all vocational districts to meet in groups, by subject area, for information sharing and to modify and formulate competencies.

B. SUSSEX COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

1. Program Activities

A fourteen -day exploratory program was conducted for students living in Sussex County in grades seven through twelve. The program provided hands-on experience in occupational areas for the purpose of exploring basic skills and knowledge of the occupations to assist students in determining vocational interests and choices. The program followed the guidelines set forth by the Department of Public Instruction. Students were scheduled for five days in two occupational areas and four days in one area of their choice. Students selected from four cluster areas which were (1) automotive, (2) construction, (3) technical, and (4) service occupations. Twenty-four occupational areas were open to students.

As observed during previous years, there was much evidence of boys and girls exploring nontraditional occupations. Girls were exploring the construction and automotive areas and boys were exploring areas such as child care and cosmetology. Students were counseled along those lines whenever there were indications of career interest. The environment of the school appeared to be highly motivating and interesting. The program was well supervised by the administration. There was also much evidence of proper preparation and planning by the staff.

The highest attendance on any day was 607, and the lowest was 400, with an average daily attendance of 506 as compared to 463 last year. As in Kent County, the attendance increased over last year's attendance.

In addition to the students attending the exploration program, 359 students, who had at least one year of training were working on the job in areas related to their training in the cooperative work experience program. The program was coordinated by the career guidance and placement counselor, and on-site visits and contacts were conducted by staff members during the afternoon. This school contact with the students and employers helped to eliminate problems on the job, and also helped to make contacts for future student employment.

For the first time, Sussex County Voc-Tech conducted an exploratory program for gifted and talented students. This program was modeled after the program conducted by Kent County Voc-Tech. The program provided learning experiences which incorporate academic, technological, social and psychological needs of gifted and talented students in the county. Forty-seven students were enrolled and benefitted from the program.

Thirty-four staff members participated in the twelve-day staff development program which included workshops including the following:

Principles of Re-Learning
Tech Prep
Coping with Others
Integrated Curriculum
Competency Development
Aids Update
Writing IEPs
Technology Planning

A three-day workshop titled Reading To Learn, Integrating Academic and Vocational Studies was conducted and sponsored by the Vocational Division of the Department of Public Instruction.

2. Evaluation

The environment of the school was extremely positive and students displayed a very high interest in all the activities that took place during the fourteen-day exploratory program. Both boys and girls were observed exploring all program areas.

The cooperative work program was employer-based, and provided students the opportunity to further develop their skills as related to their program objective in the area. A training agreement outlining the central features of the program and the responsibilities of each party concerned was prepared and filed for each student; a schedule of on-the-job training experiences for each student was established cooperatively with each employer, and a coordinator visited these students at least once during the summer.

The program development phase was very well planned and carried out, and was an outstanding program. The administration developed an evaluation form for each staff member to evaluate and make comments pertaining to each workshop and all responses were very positive. It was evident that much thought and time were put into the planning of the program

3. Commendations

The Sussex County Vocational Technical School District is to be commended for a well-supervised, well-planned, and outstanding program. The recruiting, organizing, and recordkeeping during the exploratory program were all excellent, and all appeared to be accomplished with great success. The program development phase was exceptionally well planned and carried out. The administration is to be commended for the management of the program development phase.

4. Recommendations

a. It is recommended that the summer occupational/vocational program be funded in ample time to provide for sufficient recruiting of students and planning. The summer occupational/vocational program is excellent and very much needed, and can be more effective with sufficient planning. It is extremely difficult to locate competent instructors for the program who are willing to wait until the last minute before knowing that the program will materialize.

b. It is recommended that an internship or partnership program be implemented during the program development phase. This would provide an opportunity for teachers to spend time in a local business or industry related to their subject area for the purpose of improving their skills and knowledge and keeping up to date with new and improved technology, methods, and procedures. In addition, this working relationship would improve public relations.

c. Plans should be make to include, as part of next year's program development period, at least two days for all vocational teachers in all vocational districts to meet in groups, by subject area, for information sharing and to modify and formulate competencies.

C. NEW CASTLE COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

1. Program Activities

A district-wide, employer-based work experience program was conducted from June 18th to August 28th. Teacher coordinators worked less than 37 days; however, the staff worked staggered days so that someone was always available to assist students who may encounter problems on the job. The entire program was coordinated by a district coordinator. Teacher coordinators visited existing job sites, evaluated student performance, observed working conditions, and assisted students and employers in providing positive work experiences. Teacher coordinators also assisted students seeking employment and visited job sites to develop new work stations. Six hundred and seventeen students participated and benefitted from this program.

A computerized employer information collection system provided for the accumulation, storage, and updating of data pertaining to employers who hire high school co-op students and graduates from the New Castle County Vocational-Technical School District. This data was utilized during the Work Experience Program in Job Development, Job Site Evaluation, and Student Performance Evaluation. Since the system is arranged by school and by career area, each instructor was provided with employer printouts matching his/her career area assignments.

Twenty-three cosmetology students attended a twenty-two day in school program to improve their skills in the area of Cosmetology and related science as well as to make up time necessary to meet state requirements for Cosmetology licensure.

Eighty-five students attended an orientation/exploration program called Teens 'n Technology '90 (TNT). Seventh grade students entering eighth grade were introduced to the world of technology and rotated through nine different technical areas: Aviation Mechanics, Business Technology, Chemistry Lab/Multi-Tech, Communications Technology, Data Processing, MacIntosh Graphics, Medical Lab Assisting, Technical Drafting, and Technical Electricity. All students who entered the program had excelled in mathematics and science during the seventh grade. The program operated from July 23rd to August 3rd.

The staff development portion of the Summer Occupational/Vocational program provided staff members the opportunity to: (1) participate in seminars, (2) attend schools provided by business and industry, and (3) participate in district wide vocational curriculum development workshops. A concentrated effort was made to update course guidelines in the areas of Commercial Art, Communications Technology, Dental Assistant, Dental Lab Technology, Electrical Trades, Industrial Electricity, Information Systems and Services (Computerized Business Technology), Medical Assistant, Plumbing, and Technical Drafting.

Several staff members were provided the opportunity to attend schools such as an IBM workshop in Atlanta, Georgia, and an Auto Body factory school in Des Moines, Iowa.

A major portion of the staff development activities involved the development of strategies to integrate vocational and academic curriculum. Teachers worked on developing a district model for integrated instruction while others received more specific training on how to use IBM technology in their classrooms. The efforts made during the summer of 1990 will serve as a catalyst for completing sixteen vocational course guides during the coming school year. In addition, the district will continue its efforts to design a model to integrate academic and vocational instruction in each of its three schools - Delcastle Technical High School, Paul M. Hodgson Vocational-Technical High School, and Howard Career Center.

2. Evaluation

The programs were monitored by district staff and monitoring visits were conducted by Department of Public Instruction supervisory staff. All components of the program were well planned and organized and met all objectives.

3. Commendations

The district and teachers participating in the on-the-job cooperative work experience program are commended for the well organized and coordinated program designed to assist the students entering employment. The district is commended for developing and implementing an excellent program for upgrading staff.

4. Recommendations

a. It is recommended that the summer occupational/vocational program be funded in ample time to provide for sufficient planning.

b. Plans should be made to include at least two days for all vocational teachers in all of the vocational districts to meet in groups for information sharing and program improvement.

D. REGULAR SCHOOL DISTRICTS

1. Program Activities

Each regular school district had the option of submitting a proposal for summer occupational/vocational programs according to guidelines approved by the State Board of Education. Program proposals were submitted by ten districts, including Appoquinimink, Brandywine, Caesar Rodney, Capital, Christina, Colonial, Indian River, Milford, Red Clay Consolidated, and Seaford.

The employer-based work experience programs accomplished the following objectives:

a. Provided students with an opportunity to practice on-the-job skills which they have learned in the classroom or shop.

b. Provided students with an opportunity to learn other skills which are related to the job, but cannot be taught in the classroom or shop.

c. Provided a training plan which details how these skills may be learned and practiced in a planned and organized manner, with proper supervision.

The employment of students was in compliance with all State and Federal laws and Department of Public Instruction policy pertaining to the employment of youth. Training agreements were completed and filed for all students employed. Instructors coordinated and supervised all activities during this time period. All programs were visited by members of the Vocational Division of the State Department of Public Instruction. The visitation included a review of the proposal, review of schedules and records, and on-site visits to employers. A total of 1,226 students received benefits from the program as follows:

District	No. of Programs	No. of Students Served
Appoquinimink	1	40
Brandywine	6	208
Caesar Rodney	1	32
Capital	1	60
Christina	7	269
Colonial	1	239
Indian River	2	75
Milford	1	32
Red Clay Consolidated	7	231
Seaford	1	40
Total	28	1,226

2. Evaluation

Student progress was evaluated by the instructors through observation, student and employer conferences, and written evaluation. The instructors and programs were evaluated at the local level by the administrat . An evaluation report for each district was submitted to the Vocationa. Division. Each program was also monitored and evaluated by supervisory staff of the Vocational Division. In addition to visiting the programs, 62 job sites and 67 students were visited. During these visits, students were observed, and students and employers were interviewed to determine the success and value of the program. All expressed great satisfaction with and a need for the program.

3. Commendations

The districts are to be commended for offering programs which are designed to meet the needs of the students in the district.

The staff is to be commended for their enthusiasm and dedication in serving the young people and business and industrial needs.

4. Recommendations

It is recommended that the summer occupational/vocational program be funded in ample time to provide for sufficient recruiting of students and district planning.

Consideration should be given to increased funding so that students working on the job can be better monitored and assisted.